TechAtlas—Adding Branches

Log into TechAtlas

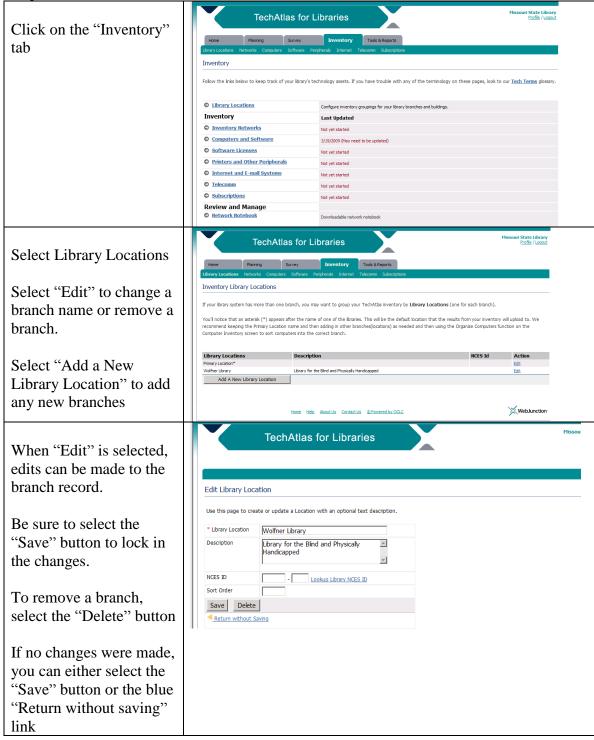|	
Click on the "Inventory" tab	
Select Library Locations Select "Edit" to change a branch name or remove a branch. Select "Add a New Library Location" to add any new branches	
When "Edit" is selected, edits can be made to the branch record. Be sure to select the "Save" button to lock in the changes. To remove a branch, select the "Delete" button If no changes were made, you can either select the "Save" button or the blue "Return without saving" link	

Selecting the "Add a New Library Location" button, will bring up a blank record so new branches or locations can be added.

Click "Save" to add the branch location to the library system's list.

TechAtlas for Libraries

Edit Library Location

Use this page to create or update a Location with an optional text description.

* Library Location	
Description	
NCES ID	- Lookup Library NCES ID
Sort Order	

Save   Delete

◀ Return without Saving